



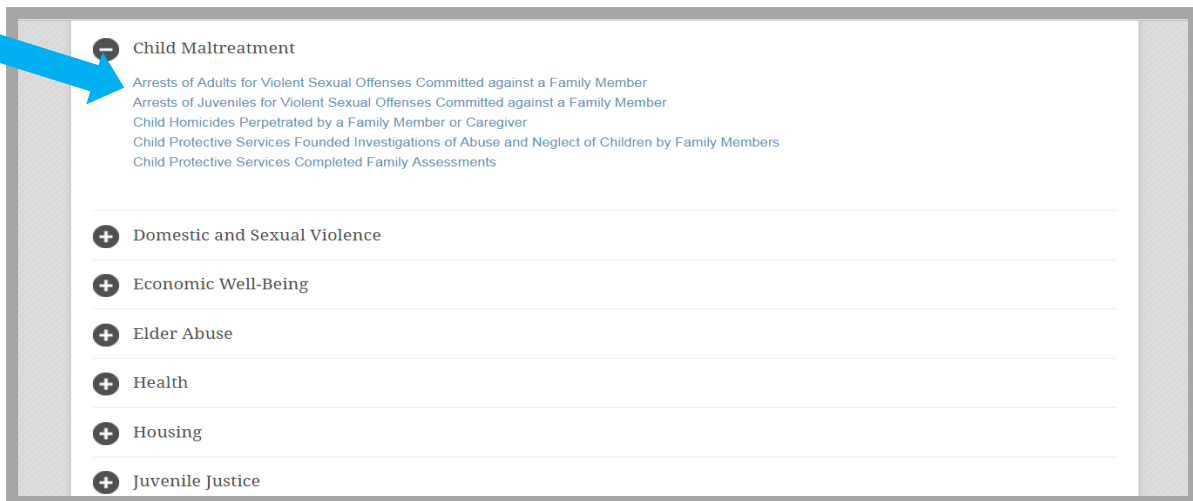
Family & Children's Trust Fund of Virginia

Step by Step Instructions for Using the FACT Data Portal

1. The *FACT Data Portal* is located on www.fact.virginia.gov under the *Research and Data* tab:



2. To generate a local report, select an indicator by title at one of the links below:

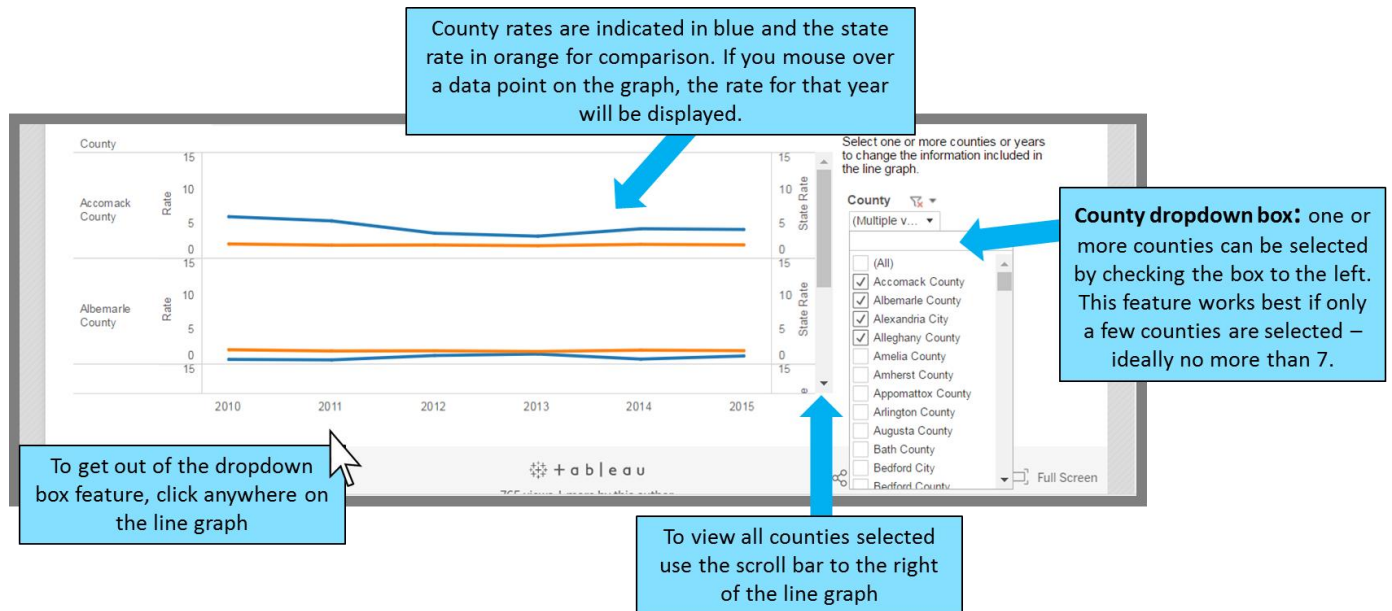


3. **Navigate indicator pages:** Each indicator page follows the same basic format - title followed by indicator description. Tables and graphs are located below each indicator description. Most indicators have a data table, shaded map, and line graph. A few indicators are reported by rolling year and will not be displayed with a line graph. Located below the data are the source information and any pertinent notes.

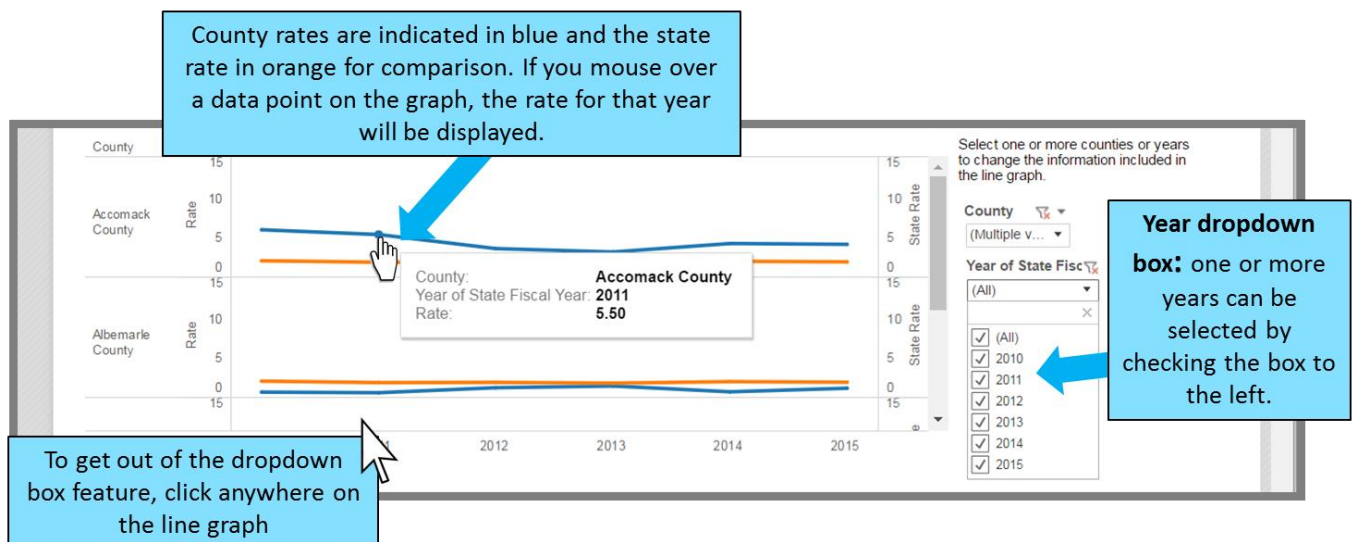


4. **Filter line graphs by county and year:** Each line graph has two dropdown filters on the right side. One filter is for the county and the other is for the year.

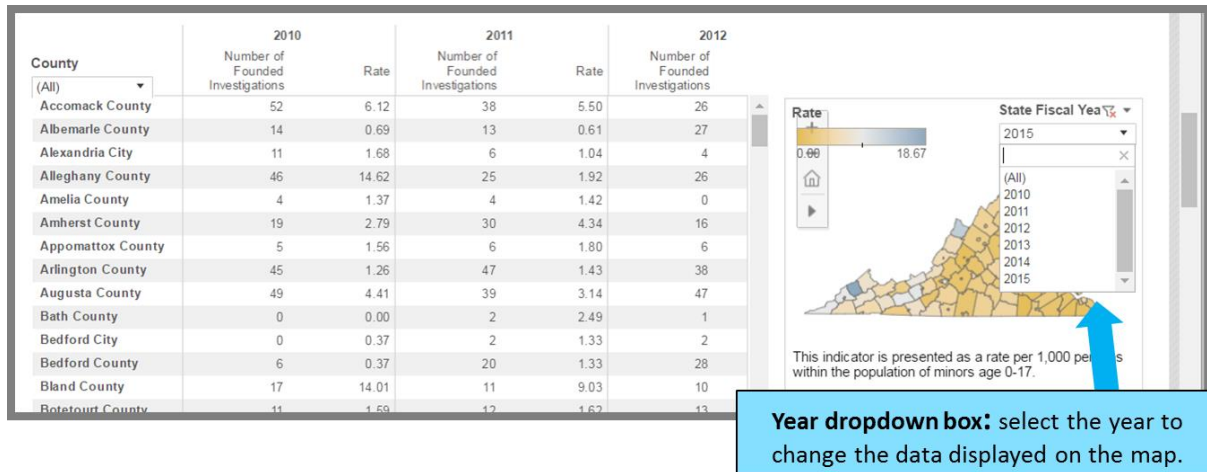
County:



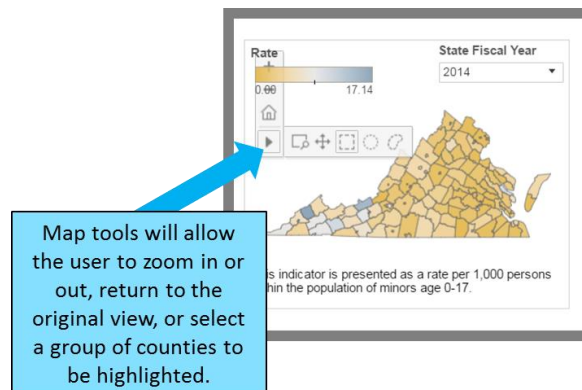
Year:



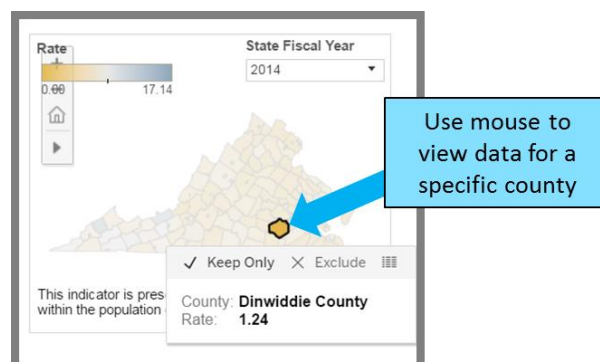
5. **Use the map:** *The map is most accurate when showing one year's worth of data at a time and will only allow the user to select one at a time. Changing the year will update the data and shading of the graph.*



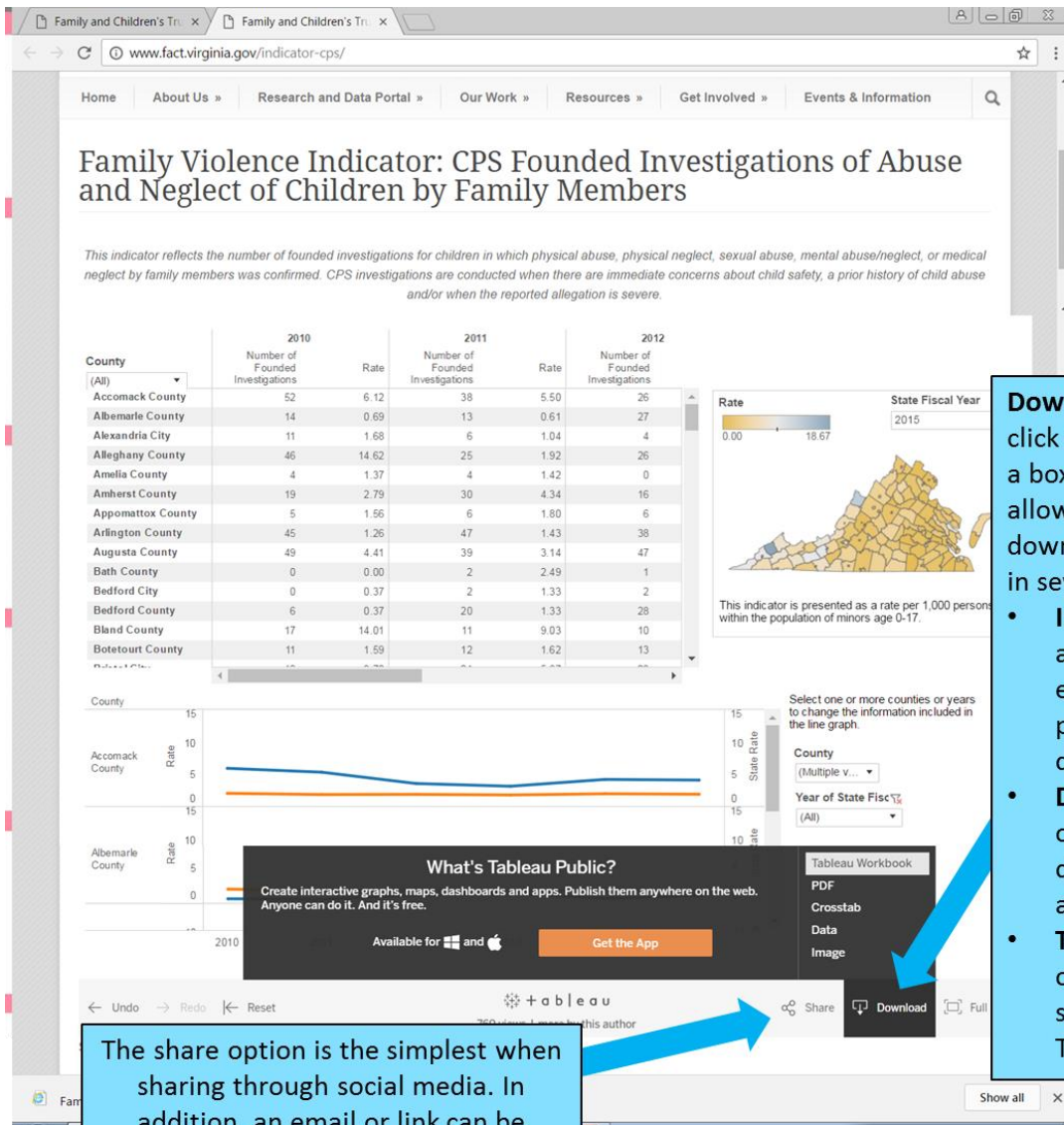
Customize: *Once you've selected the year, the map can be customized a few additional ways. Using the tools located within the map box, you can zoom or select specific counties to be highlighted.*



Highlight: *Use the mouse to highlight and display data for a specific county. By selecting "keep only" you can create a graphic display for that county alone.*



6. **Share and Download:** Data can be downloaded and shared through a variety of methods.



Download: When you click the download arrow, a box will appear. This allows the user to download the dashboard in several formats:

- **Image** or **PDF** options are best if trying to embed this into a presentation or document
- **Data** or **crosstab** options will assist in doing independent analysis in Excel
- **Tableau Workbook** option is best for someone with a Tableau account

The share option is the simplest when sharing through social media. In addition, an email or link can be generated for a web view of the dashboard in Tableau.